

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #23**

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	
UNIVERSITY EXTENSION SPECIALIST I	16-1	OFFICE OF THE CHANCELLOR	UEXSP1-40-1998	1) MA or MS degree; or	None required; or	18 January 2019
				2) AB or BS degree plus 18 units of graduate work completed; or	Two (2) years of experience in mid-level training activities, or as University Extension Associate I or II; or	
				3) AB or BS degree	Five (5) years of experience in mid-level training activities, or as University Extension Associate I or II	

**DUTIES & RESPONSIBILITIES:**

*\* Handles the processing of all MOAs/MOUs, contracts and other related documents for the Chancellor's final action, including monitoring the flow of work and coordinating with units/proponents; \* Handles the purchasing of office supplies and equipment including monitoring of stocks, preparing vouchers and other accounting documents; \* Does other tasks that the Executive Assistant and the Chancellor may assign from time to time such as drafting/finalizing correspondences, memoranda, administrative orders and others*

***Interested applicants must:***

- a) Download and fully accomplish the New RSS Form revised 2018 at [http://hrdo.upd.edu.ph/NEW\\_RSS\\_FORM\\_revised\\_15Aug2018.xlsx](http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx) and send it to [hrdorecruitment.upd@up.edu.ph](mailto:hrdorecruitment.upd@up.edu.ph)
- b) Submit on or before the set deadline to the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:
  1. Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct);
  2. Fully accomplished PDS ([http://hrdo.upd.edu.ph/PDS\\_2017a.xlsx](http://hrdo.upd.edu.ph/PDS_2017a.xlsx)) and Work Experience Sheet ([http://hrdo.upd.edu.ph/PDS\\_2017\\_Work%20Experience%20Sheet.docx](http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx))
  3. Performance rating in the last rating period (if applicable);
  4. Photocopy of certificate of eligibility/rating/license;
  5. Photocopy of Transcript of Records;
  6. Photocopy of relevant training certificates; and
  7. Photocopy of employment certificates

**AUGUSTUS C. RESURRECCION, Ph.D.**

*Deputy Director, HRDO*

11 January 2019

**NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**